TOTE SERVICES INC. Indoctrination Log - Non Crew

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Date Joined	Name (Print)	Position*	Indoctrination Completed (Date)	Non-Crewmember's Signature	Indoctrination performed b Signature / Rating
12-15	Robert Wilcox	37 Mp.	1-13-15		
	TUAN P Frot Ranging	COWBOX	2-24-15	* The state of the	STEWARD
,-24-15	LARRY L Griffin	STAWOBY	3-24-15		1 STEWN
3-31-15	Jas of Velez	Contrar	3-31-15		- CL.
3-31-15	Rubin Janierez	Contray	3-31-151		- 2 02
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VESSEL S.S	. EL FARO	QUARTI	ER 2ND	YEAR	2015	DEPT. DECK
iso acknowledg	form, non-crewmembers acknowledge that they accept responsibility to see that they understand the Personnel l	ek instruction	and/or assistance be	the basics of shipboar	familiar or d	nd practices. Non-crewmember
Date Joined	Name (Print)	Position*	Indoctrination Completed (Date)	Non-Crewmember's	Signature	Indoctrination performed by: Signature / Rating
4/9/15	Jun P. Fret Remirez	Cartag	4/8/18		,,,,	- CL. M
					400	
					7	
-						
					4	
1 - Contractors2 - Passengers	4 - Other (define in space provided)				(C	
TSI-ADM-038	Print / Sign): /ciac /. Rev. 4/14 A conv of thi		The state of the s	Master** Ve		
	A copy of an	a rog affect is to be I	naned quarterly to the Mgr	. of Marine Safety & Complia	ance	(**OR PERSON IN CHARGE OF THE VESSEL

TOTE SERVICES INC. INDOCTRINATION GUIDELINES

(NON-CREWMEMBERS / CONTRACTORS)

Upon joining the vessel as an embarked guest, rider or contractor (including those contractors on board to perform work at the berth), each guest, rider or contractor must complete an indoctrination/orientation session with an officer designated by the Master (or person in charge of the vessel). The topics to be covered are listed below. Guests and riders shall receive personal instruction from an officer appointed by the Master as soon as possible after joining the vessel, but in all cases before starting any work on board.

This indoctrination is not intended to cover every aspect of the non-crewmembers responsibilities, but rather is to give enough information to non-crewmembers so that they can perform duties related to safety emergencies and in the case of contractors start work.

Upon completion of the indoctrination, the non-crewmember/contractor supervisor shall sign the "Non-Crewmember Indoctrination Log Sheet" [ADM-038] in the log book set up for this purpose. The person guiding the non-crewmember/contractor shall also sign the log book.

FOR ON BOARD CONTRACTORS:

Contractors on board to perform work at the berth shall not commence work until the supervisor has completed this orientation with the appointed officer (usually the C/E) and signed the log sheet. The supervisor will be held completely responsible for the actions of his/her employees while they are on board.

The appointed officer (usually the C/E) shall review the work area with supervisor prior to the start of work. The operation of all machinery on board by non-crew members is restricted until the appointed officer has checked out the non-crewmember on the practices and safety procedures applicable to that piece of machinery.

The On-board Safety Committee shall add vessel specific items to the form below to suit their particular operation.

Topics to be covered include:

ALL: NON CREWMEMBERS / RIDERS / CONTRCTORS

ALL: RIDERS / CONTRCTORS

RIDERS / CONTRCTORS	
Emergency Alarm; Locations, Procedures Emergency Escape Routes Emergency Muster Locations Locating & Donning Lifejackets / Survival Suits Locations - Emergency Locker & SCBA's Location - Hospital Photography Restrictions - Master's Policy Policies (PPE/Footwear, Safety, Drug & Alcohol) Portable Fire Extinguisher Use Security Level (Prevailing) Procedures Telephone System Waste Disposal Procedures Work & Meal Hours	Accidents/injuries & near misses to be reported immediately to a vessel representative. Consequences of Violating Policies Enclosed Space Entry Hazmat Handling: Storage / Disposal Hot Work Procedures & Fire Watch Lock-out / Tag-out Machinery Operating Restrictions Responsibility for Employees Review of the Work Area Taking Immediate Action Before Raising the Alarm (Master's Policy) JHA Cooperation as per OMV 3.4.1